STATE OF GEORGIA
Annual Operating Budgets

STATE OF GEORGIA
Georgia Technology Authority

Annual Operating Budget
Excel Upload Manual

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Requirements:

| **FTP Software Installed**

| **ID on UNIX Server**

| **Spreadsheet Journal Instructions**

| ***Journal Template Files:**
  1. **Gllog.xlt**
  2. **Jrnlmcro.xla**
  3. **New_JRBD_2.xls**

| **Copy Journal Template files to C:\bud_upload**

*If you do not have these files, contact Financial Systems at (404) 657-3956 or (888) 896-7771.

What you need to know about your FY2006 Budget

How you should name your Scenarios.

> The AOB scenario should be AOB2006. If you find you need to correct your AOB after you have posted the controlled budget journals, you may use scenario AOB2006A. If further corrections are necessary use AOB2006B, then AOB2006C etc. If you need more than 26 corrections, please contact GTA Financial Systems Helpdesk for assistance.

> Amendments should be Ayyxxx where yy = the year and xxx = your amendment number. For example, A06001 would be the first amendment of FY2006.

> Internal Revisions should be IRyyxxxx where yy = the year and xxxx = your revision number. For example, IR060001 would be the first internal revision of FY2006.

How to date your Scenarios.

> Your scenarios must have a date earlier than the date you are entering the first journal. For example, if I am working on my AOB on 04/15/2005, I might date my AOB2006 scenario 04/01/2005 when I create it.

How to date your Journals.

> Your journals should have a date of the first day you want to spend money for the new year. Normally this would be 07/01/2005.

How to date your Budget Scenario Default panel.

> You should date the Budget Scenario Defaults panel with your Fiscal Year beginning and ending dates. For 2006 that will be 07/01/2005 and 06/30/2006.

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What Reports will be available.

The following reports will be available to assist you with your AOB submission.

- Department Financial Summary (available at the Function and Sub-function level too)

- Schedule of Federal Funds

- Schedule of Other Funds

- Functional Budget Information

- Sub-Functional Budget Information

You can order these reports after you have created your controlled budget journals and before you post them. That way you can check your work and have a chance to fix things before you post your AOB.

Trees

If you would like to change your BCM trees, (BCM_ORG, BCM_PROJECT, or BCM_PROGRAM) you must do so before you load your AOB. After the AOB is posted, you can add values to the BCM trees but, you cannot move nor remove values from the BCM trees.

Setup

There are several steps to setting up PeopleSoft for FY2006 budgets. The Financial Systems staff will accomplish those for your agency prior to May 1st. If you have trouble trying to load your AOB, we may not have completed your agency's setup. Please call the Financial Systems Helpdesk @ (404)-657-3956 or (888) 896-7771 and we will assist you.

There are 4 report options. We recommend you run these reports **after** you run BCM and **before** you run Budget Post Request.

1. AOB Functional Report - GLXXX0433A . This report can be requested by different levels and includes the Total Funds, State Funds and the number of positions. The Report Title option should be Functional and requested at the BD_Org Level.

   Navigation: Go > Process Financial Information > Custom Budget/Reports > Reports > AOB Functional/Sub-Functional Report.

AOB Functional Report

2. AOB Sub-Functional Report - GLXXX0433B. This report is requested on the same panel as report above. The Report Title option should be Sub-Functional and requested at the BD_Org Level.

AOB Sub-Functional Report

3. AOB Schedule of Federal Funds GLXXX0432A   This report can be requested for Federal Funds, Other funds or both. Use the same panel as the report above. The Report Title option should be Federal and requested at the BD_Org Level.

AOB Federal Funds Report
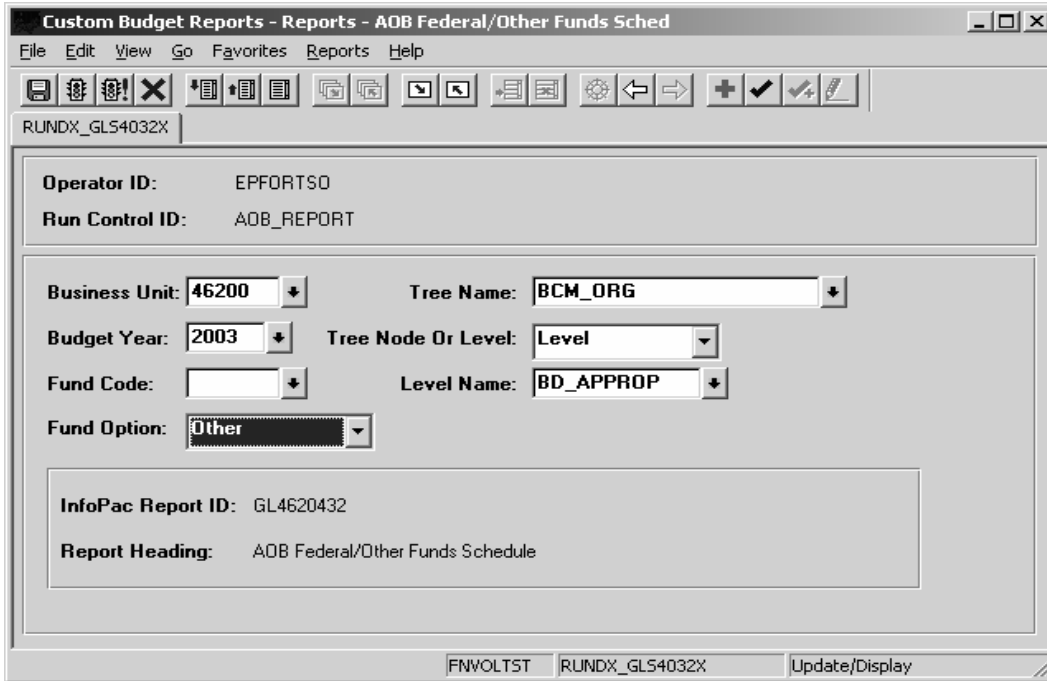
4. AOB Schedule of Other Funds   GLXXX0432B   This report is requested on the same panel as report above. The Report Title option should be Other and requested at the BD_Org Level.

AOB Other Funds Report

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Phoenix End-User Training

SPREADSHEET JOURNAL TEMPLATE – UTILIZING QUERY

PARTICIPANT GUIDE

Creating Budget Rows using Run Only Query – (0BD022_BUD_UPLOAD_TEMPLATE)

1. **PeopleSoft Sign-on**

    Double Click: PeopleSoft Financials

2.   **Navigate:**   View⇒Navigator Display⇒Query
                Highlight: 0BD022_BUD_UPLOAD_TEMPLATE on left-
                                       hand-side of panel
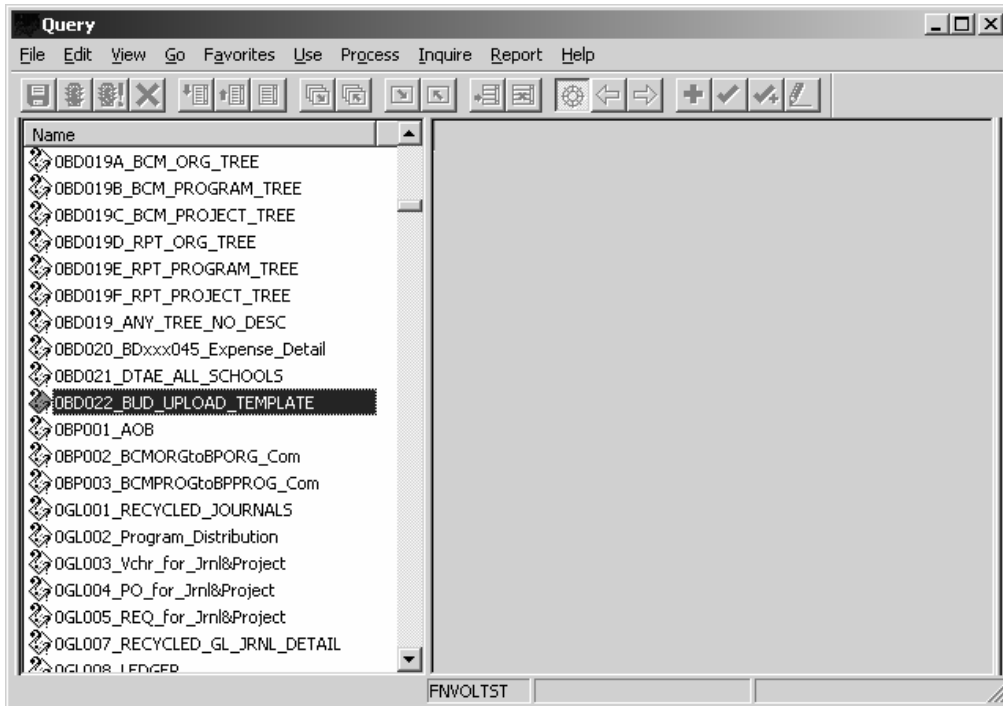
3.   **Right Click**   To display drop down list box.
                Select: "Run to Excel"
                Enter: Business Unit: (*Your Agency Number)*
                Enter: Budget Year: 2005 (for current budget rows)
                Click: <u>**OK**</u>

Creating Budget Rows (continued)

The Query pulls information from the Org and Revest Ledgers. After the Query runs, the following columns will be populated in the Excel Spreadsheet:

- Ledger
- Account
- Fund Code
- Organization
- Program
- Sub-Classification
- Budget Year
- Project Grant
- Budget Total Amount
- Business Unit

Once query has run to excel, it should be saved to the file directory of your choice.

Creating Budget Rows (continued)

4.   Save File

Click:	File/Save As
Click:	"Save in" drop down list
Select:	**C:** drive
Double Click:	bud_upload
Verify:	File name"Query1"
Select	Save as type: "Microsoft Excel Workbook.(*.xls)"
Click:	🖫 to save

<div align="center">
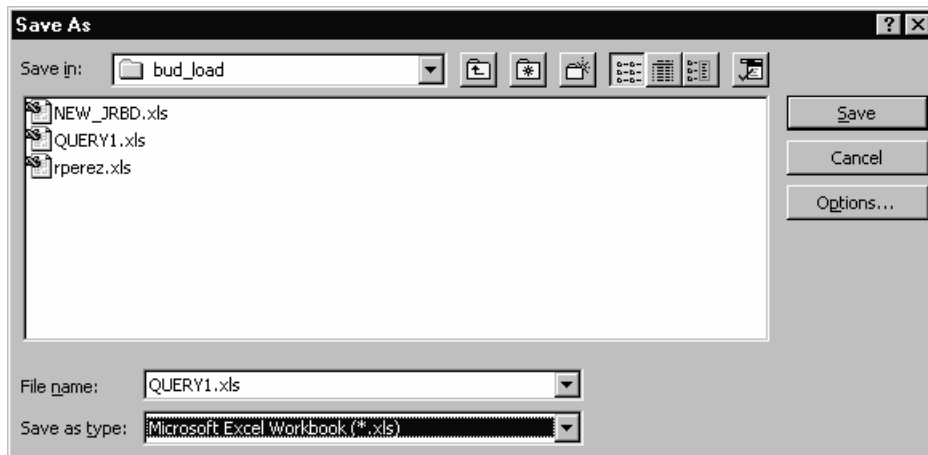
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</div>

Manipulate Data in Excel Spreadsheet

1. **Delete Zero Amount Lines in "Budget Total Amount"**

Select:	**Entire spreadsheet** by clicking on the blank cell left of the Column Heading (A) and above Line 1
Select:	**Data and Sort**.
Click:	Header Row radio button
Select:	**Budget Total Amount** from the "Sort by" list box
Click:	Ascending
Click:	OK.
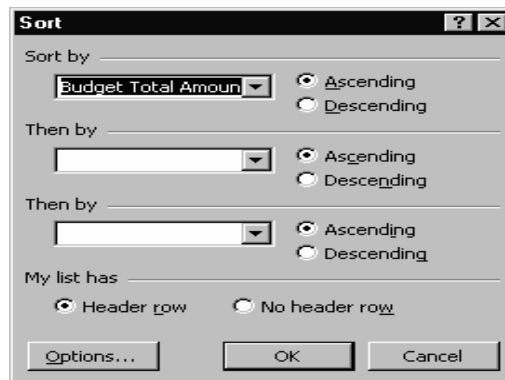
Navigate:	To Column I (Budget Total Amount)
Select:	Rows with zero (0) amounts by highlighting
Select:	From tool bar "Edit/Delete/Delete Entire Row or Click on Right Mouse Button and Delete

Note: The number of rows remaining on spreadsheet. This will ensure enough space is in the template when the spreadsheet is copied to the journal.

Number of Rows:_____ (minus 1 for the Header Row)

Manipulate Data in Excel Spreadsheet (continued)

2.   Change Budget Year to 2006

Click:	Cell G2
Type:	2005
Press:	Enter
Click:	Cell G2
Select:	**Edit/Copy**
Select:	**Paste to All Rows**
Select:	**Data and Sort**
Select:	**Ledger** from the "Sort by" list box
Click:	🖫 to save

3.   Change Ledger to Control

Click:	Cell A2
Type:	CONTROL
Press:	Enter
Click:	Cell A2
Select:	Edit/Copy
Select:	Paste to All Rows

4.   Insert Additional Columns

Click:	Column I (Budget Total Amount)
Select:	Insert three **(3)** columns

<u>**Name Columns**</u>**:**	Columns I, J and K should be named
	I = **JOB**
	J = **Scenario**
	K = **Currency**

Leave Column I (JOB) Blank

Column J Enter the **Scenario** name and copy to all lines

Column K – Enter **USD** and copy to all lines

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A. Spreadsheet Journal Template

1. **Navigate:**   Start⇒Programs⇒Accessories⇒Windows Explorer
    Select: C:\ Drive⇒bud_upload
    Double Click: NEW_JRBD_2.xls
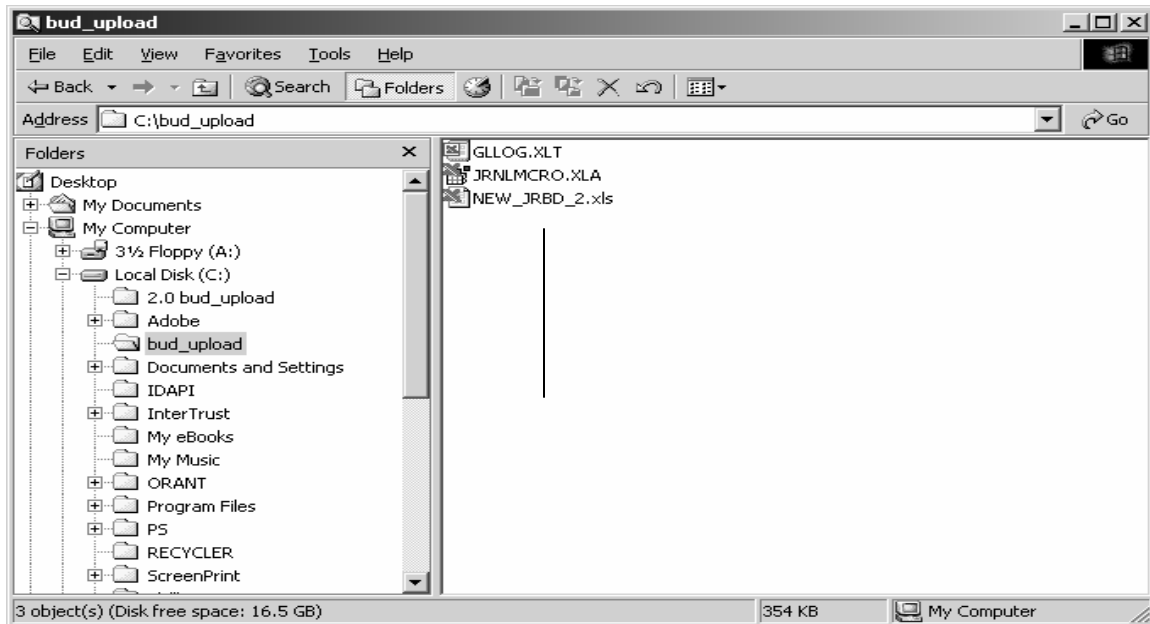
2. The following screen will be displayed.

    Click: **Don't Update**
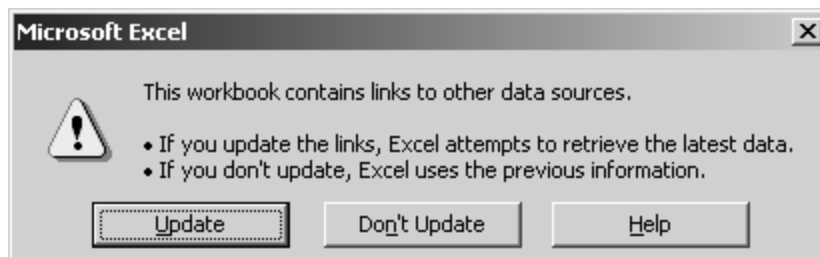
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Spreadsheet Journal Template (continued)

3.   The following screen will be displayed.

Click: **Control**
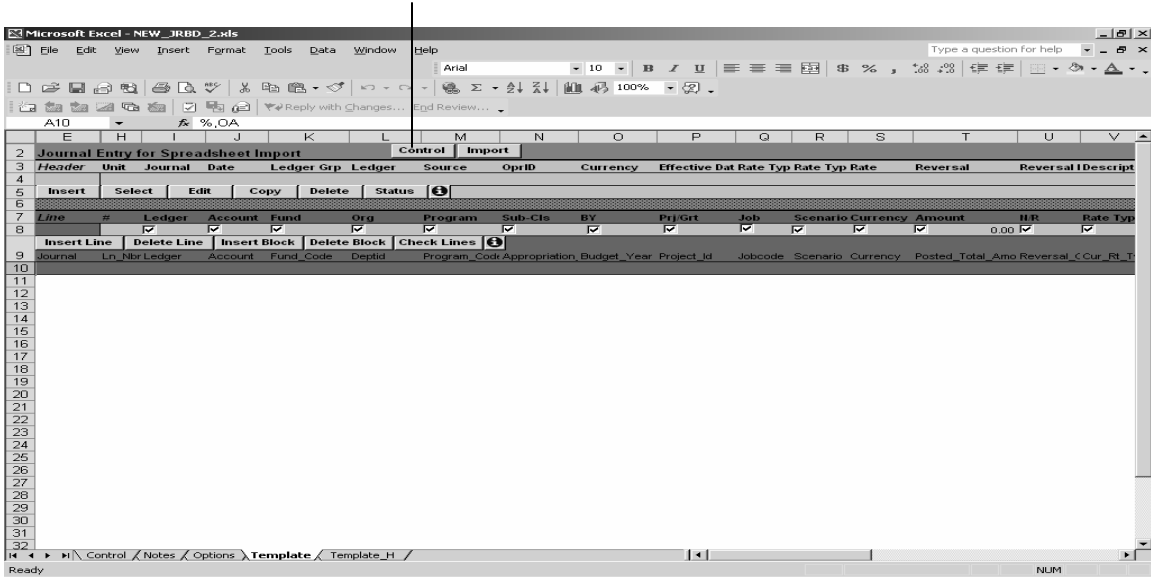
The Journal Entry and Import panel will display.

Spreadsheet Journal Template (continued)

4.   **Navigate:**   File⇒Save As
                 Save in: C:\bud_upload
                 File name: (*Assign a name*)

**NOTE: Always save the file at this point so you don't copy over
                 the original template.**
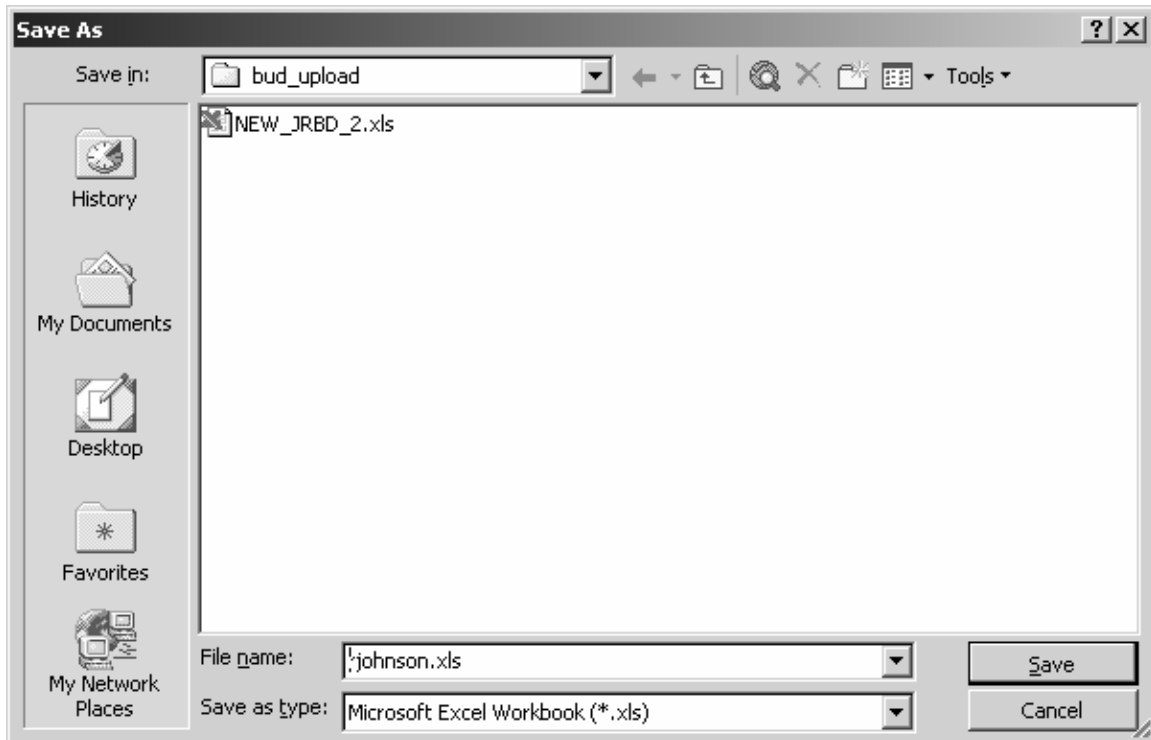
B.   Enter Header Defaults

From the Workbook Section

      Select: **Set Defaults**
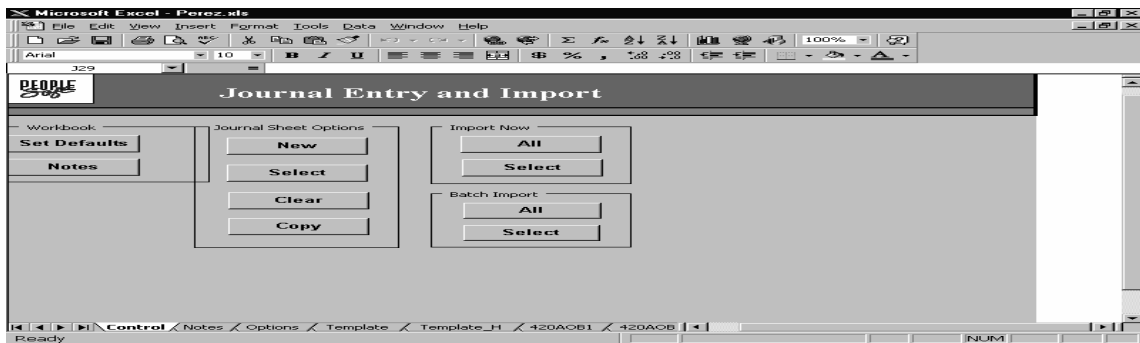
Header Defaults:

Business Unit:	**40000**
Date:	**07/01/2005** (This should always be mm/dd/yyyy)

Note: *The date has to be entered as noted above with <u>slashes.</u>*

Ledger Group: *CONTROL*

Source: *BUD*

Operator: *(Your PeopleSoft ID)*

Enable Multibook:	Unchecked
After Successful Import:	Do Not Change Import Status
Import Message Options:	Log Both Error and Success Messages
Display Error Messages Online:	Deselect or Uncheck the box

Enter Header Defaults (continued)

Compare your panel with the one shown below

Click: OK

C. Add a New Journal Worksheet

Select: **NEW**
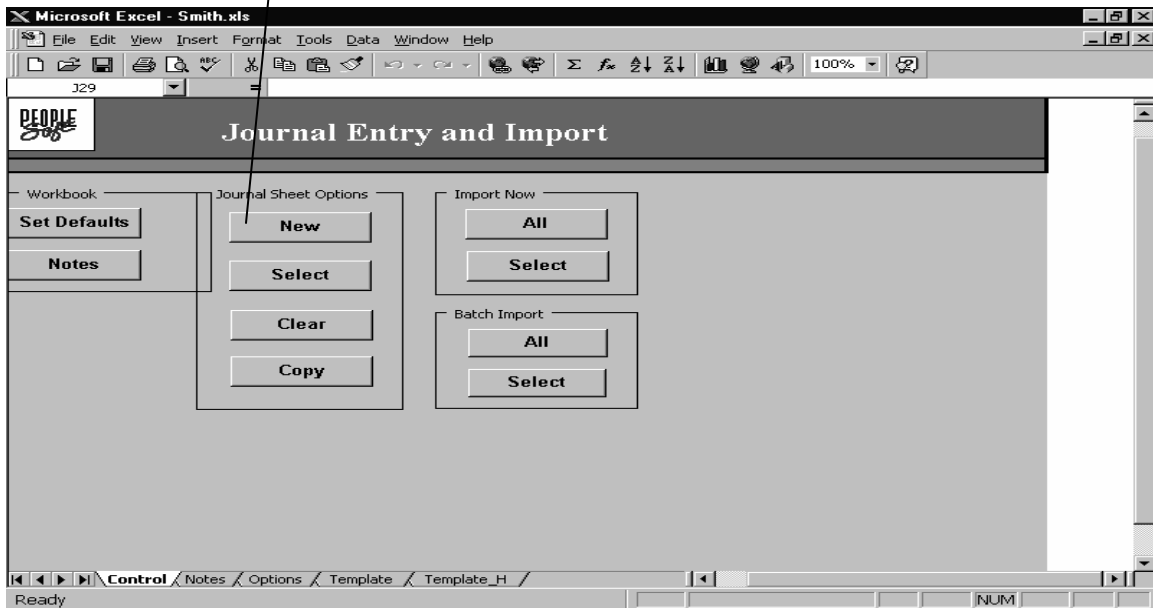
Name New Journal Sheet: 400**xxxxx** (**First three are business unit** and last five your choice. Lower case.) **Do not exceed 8 characters**.
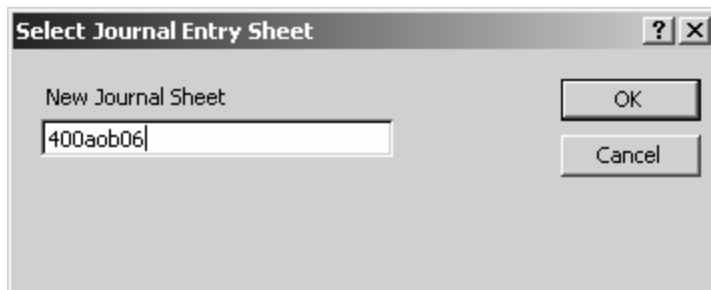
Click: **OK**

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D.   Create Journal Header

Click: Insert (Line 5) or CTRL-H
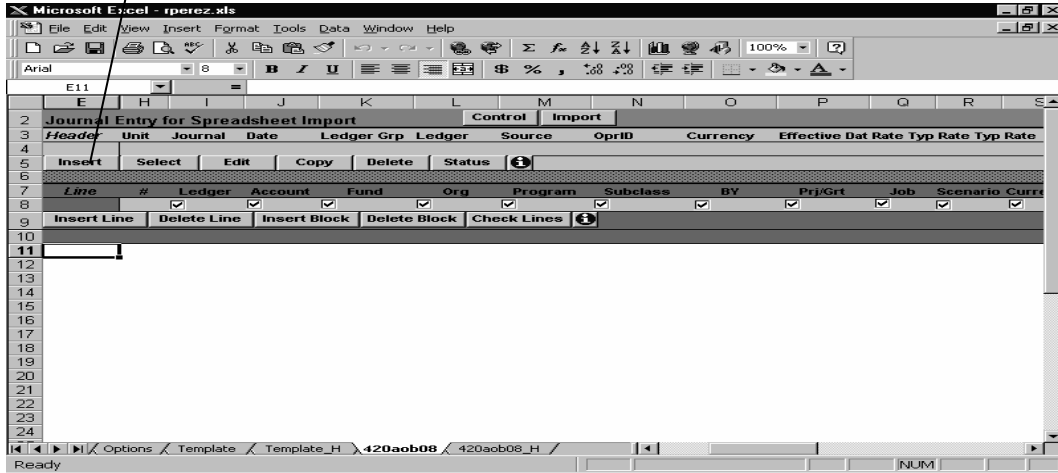
Enter:	Journal ID:	400aob**xx**
Enter:	Foreign Currency:	USD
Description:	Leave Blank	
Click:	OK	

The other fields are populated from the Header Default Screen . Verify the information, especially that the Journal date and Effective date include slashes.

E. Create Journal Lines in Journal Template

1. Inserting a Block of Lines

Click: Insert Block (Line 9)
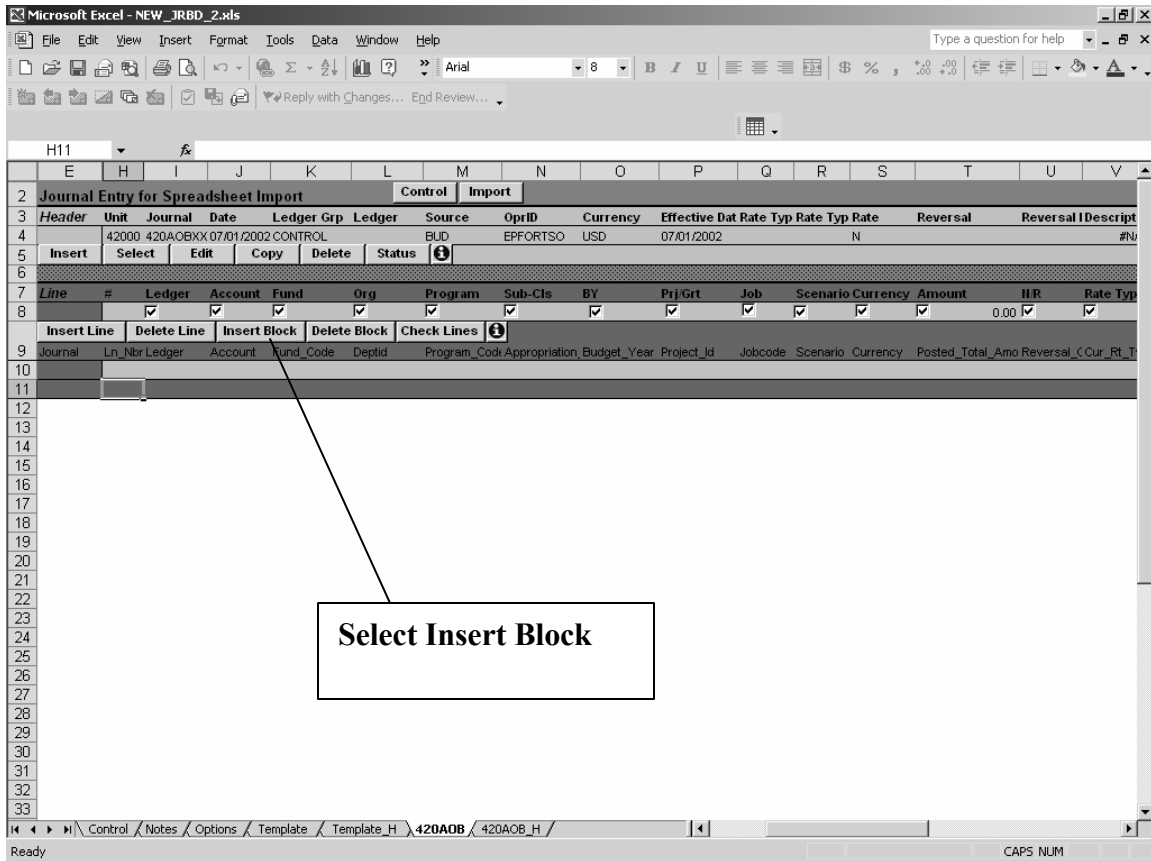
Enter: Enter the number of rows to be extracted from the Excel Spreadsheet

Click: **OK**
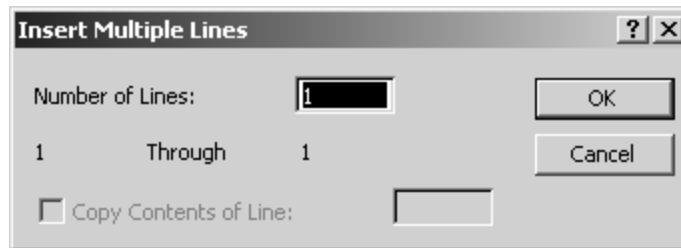
Create Journal Lines (continued)

2. **Transfer Spreadsheet data to Journal Template -**
    Copy from columns <u>A2</u> through where the data ends in column <u>L</u>

Click:	Window (From Menu Bar)
Select:	Query1.xls

3. **Return to Journal Template**

Click:	Window (From Menu Bar)
Select:	Your Journal (Your First Initial and Complete Last Name.xls), then place cursor on cell **I-11**
Click:	**Edit⇒Paste Special⇒Values**
Click:	OK

4. **In the Journal Template enter the Data below in the next five columns,then copy, Edit/Paste where the row ends in column AB.**

Rate =	**1**
Open Status =	**N**
Currency_CD =	**USD**
Base Amount = Enter the Formula:	**+T11**
Stat Amt =	**Defaults to Zero**
Description =	**Leave Blank**

Highlight cells W11 (Rate Column)..thru….AB11 (Stat Amt Column), Select: **(Edit/Copy)**
Highlight cells W11…. thru…. where the row ends in column AB, Select: **(Edit/Paste)**

Click: to Save

F.   Create PMI file for Import to PeopleSoft

1.   **Click:**   [Control]   to return to the Journal Entry and Import Panel

2.   **From the Batch Import Section of panel**

      Click: **"Select"**
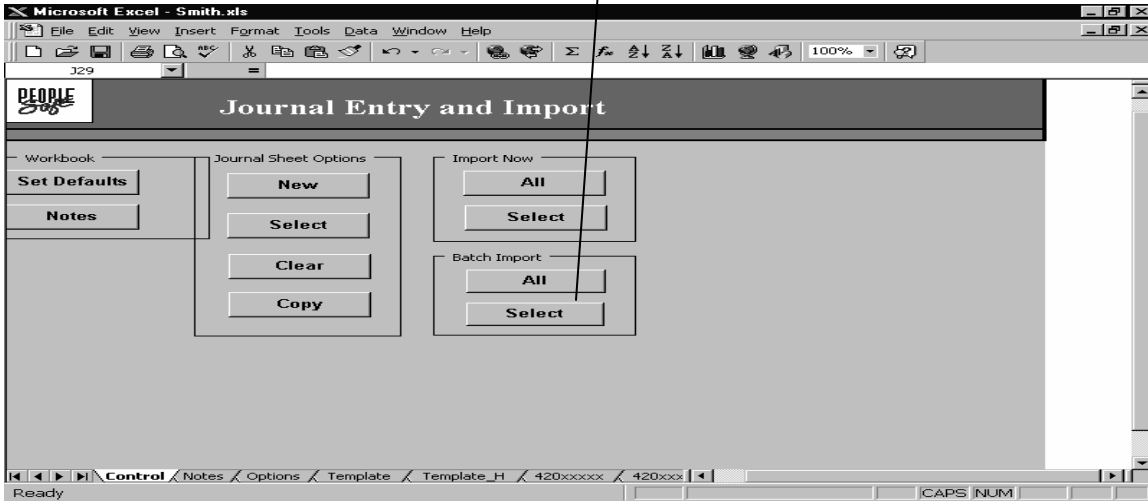
      Journal Sheet Name: **"Highlight" the Journal to be Imported displayed in the New Journal Sheet panel.**

      Click: <u>**OK**</u>
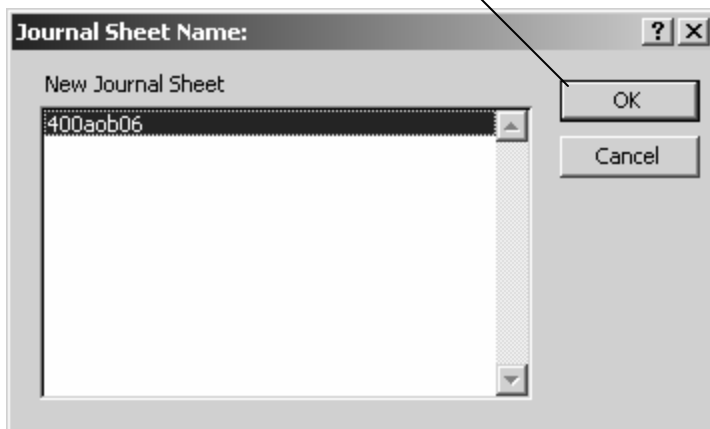
Create PMI file (continued)

3.   Establishing the File Name

In the "**Save Journal Sheet**" panel use the following naming convention **C:\TEMP\bbbxxxxx.pmi**
bbb = business unit, xxxxx = agency defined

All of file name.pmi must be in **lower case**.

Compare your panel to the one below:

**Note: "all of file name.pmi" must be in lower case and less than or equal to
8 characters   (i.e. 400i0001.pmi, 400a0001.pmi, 400aob06.pmi)**
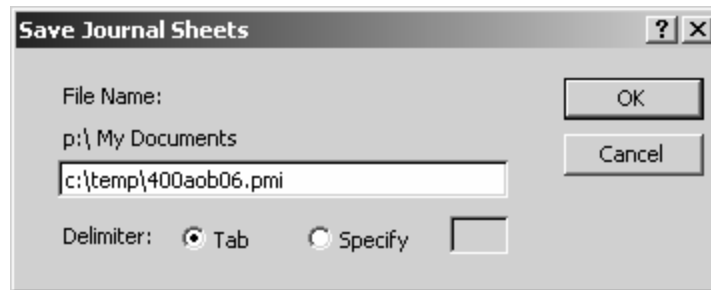
Click: **OK**

If you are selecting the batch import process again, you will see this message:

C:\Temp\400aob06.pmi already exists

Override the existing file?

Click: **OK**

The Save Journal Sheets panel will display listing the total Journals (which should be one) and the number of Lines in the journal.

**Verify that the number of journals equal one and the the total line count is equal to
what you pasted into the template. If correct, then**

Click: **OK**

G. Verify Location of File

Minimize: Excel Spreadsheet Template

Maximize: Window Explorer and verify location of file is **C:\temp**

Minimize: Window Explorer
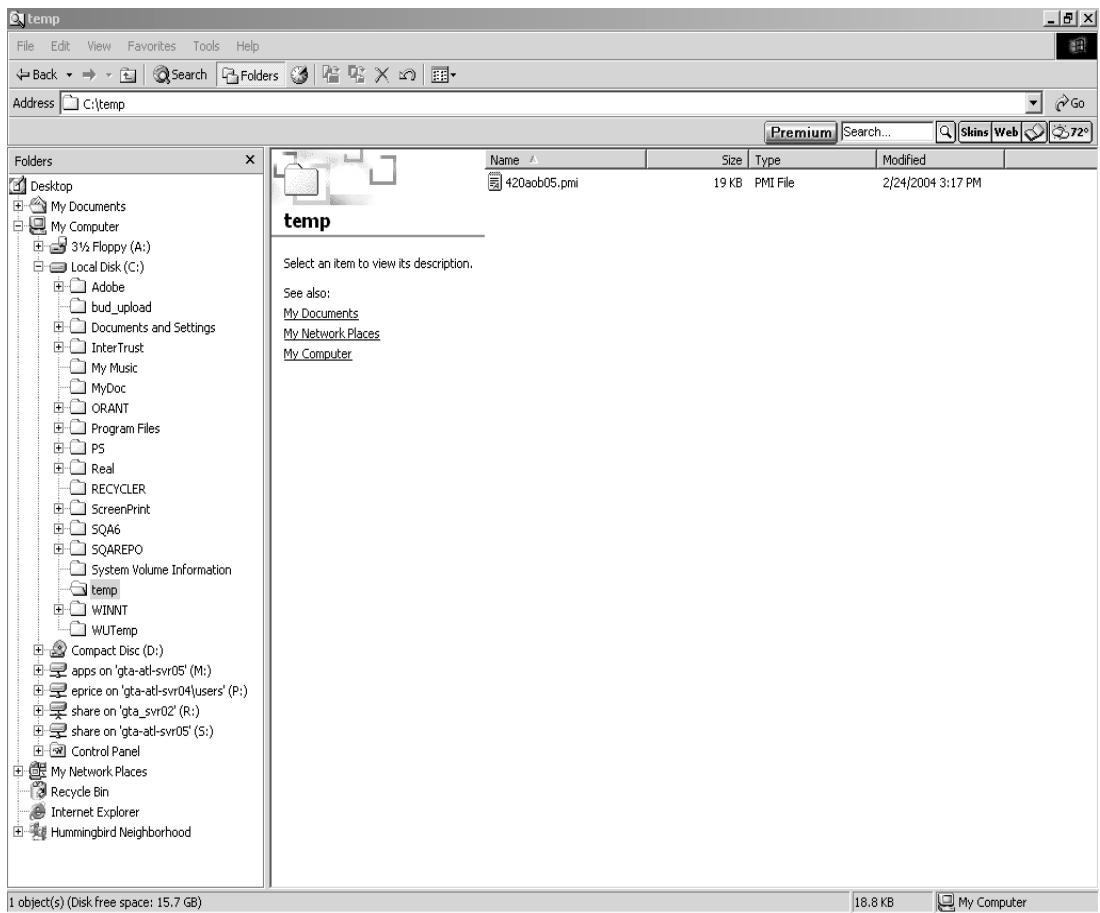
H. Transfer ".pmi" File to UNIX Server

Transfer the .pmi file using the WS_FTP Software loaded on your computer.
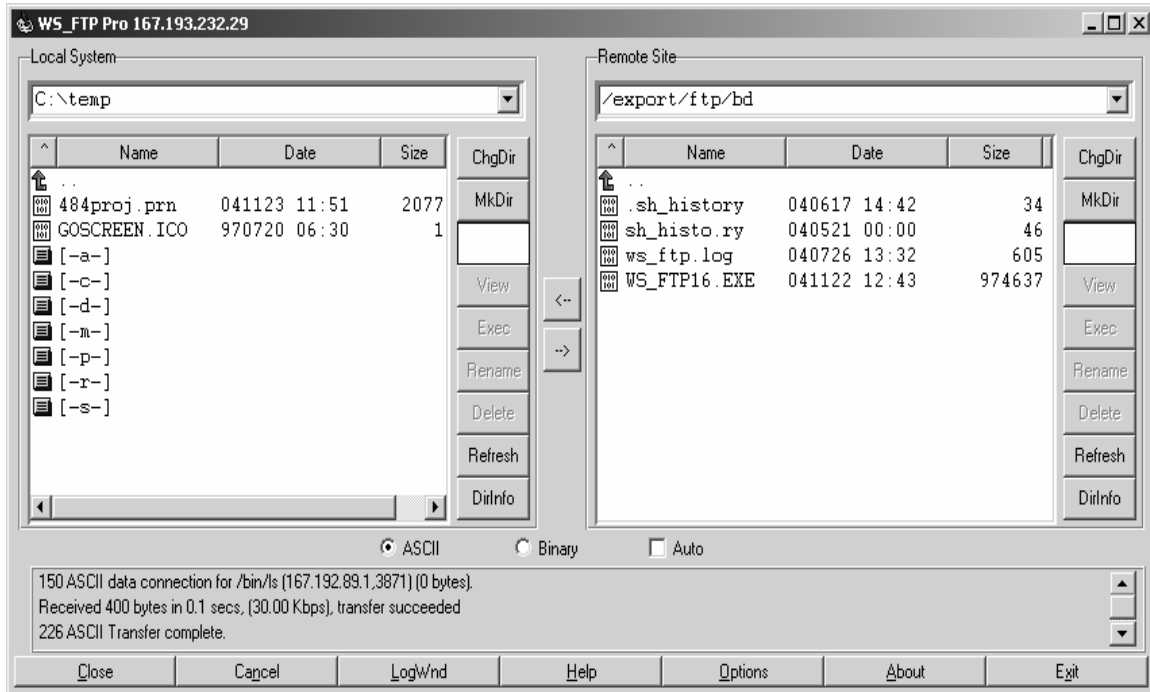
Highlight the .pmi file in the C:\Temp window, click and drag (or use file transfer arrow) to move the file to the /export/ftp/bd window. The file will be picked up by the Unix Server within approx. 15 minutes and place it in the /psfinapps/data/bd directory waiting for the next step, Batch Journal Import.

I. Run Batch Journal Import Process

1. **PeopleSoft Sign-on**

    Double Click:　　　PeopleSoft Financials and logon.

2. **Navigate:**　　　GO⇒Define Business Rules⇒Design Chartfields
    Use⇒Scenario⇒Add

    Enter:　　　Add your scenario using the same effective date
    used in your Journal Template, i.e. 07/01/2005

3. **Navigate:**　　　GO⇒Process Financial Information⇒Process Journals
    Process⇒Batch Journal Import⇒Add or Update/Display

    Enter:　　　Run Control ID:　**IMPORT**

    Click:　　　　　　　**OK**
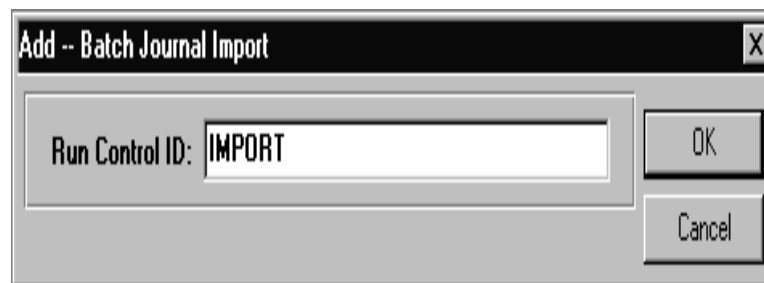
Add -- Batch Journal Import	☒
Run Control ID: IMPORT	OK
	Cancel

J. Define Batch Journal Import

Enter or select the following:

Number of Data Files: **Single**

File Name: **/psfinapps/data/bd/400aobxx.pmi** (Note: File
                               name <u>must</u> match exactly because it is case
                               sensitive.)

If Journal Already Exists: Select: **Skip**

If Journal is Invalid: Select: **Skip**

Click ![save icon] to save

Click ![run icon] to run the process

K. Run Process - Process Scheduler Request Window

Enter or select the following:

Run Location:
Click:	**Server**
Select Server Name:	**PSUNX**

Output Destination:
Click:	**File**
File/Printer:	**/tmp/ +P-d**

Description:
Highlight:	**Budget Journal Import BDS9000X**

Click:	**OK**

Display the Process Monitor panel
> **Navigate:**   Go -> PeopleTools -> Process Monitor

> **Click:** occasionally to refresh the view until your process displays
> "*Success.*"
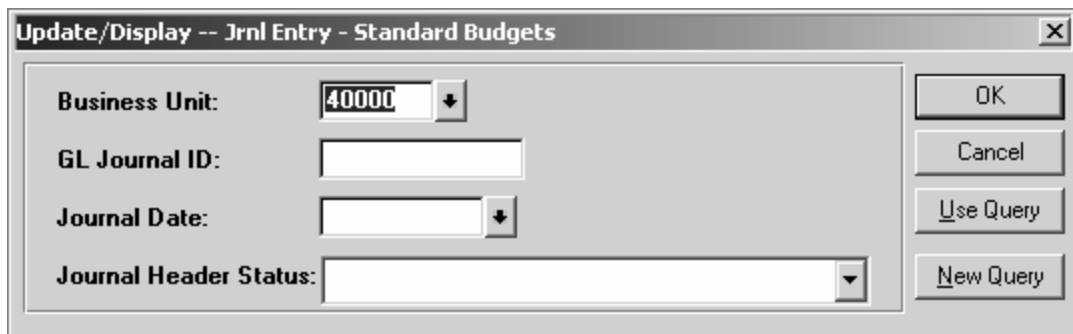
L. View Journal Entry in PeopleSoft

Select:	Use⇒Jrnl_Entry - Standard Budgets⇒ Journal Entry Header⇒Update/Display
Enter:	Business Unit: 40000
Click:	OK

"Highlight" the Journal and Click Select: To view Journal

Enter a Long Description in the Header panel.

Review the Lines panels and <u>SAVE</u> before proceeding to Journal Edit.
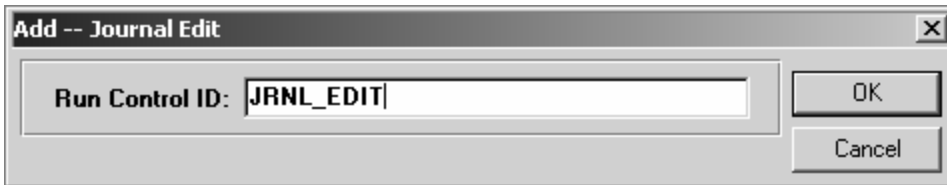
Editing the Budget Journal

Access the Journal Edit Process panel.

Navigate: Select: Go➔Process Financial Information➔Process Journals ➔
                Process➔Journal Edit➔Add or Update/Display

Enter: **JRNL_EDIT** in the Run Control ID. Click OK.

Add -- Journal Edit	✕
Run Control ID: JRNL_EDIT	OK
	Cancel

Select/Enter the following information:

Process Frequency:	**Always**
Description:	**(Scenario Name)**
Unit Option:	**Value**
Unit:	**(Business Unit/Agency Number)**
Ledger Option:	**Value**
Ledger Grp:	**CONTROL**
Source Option:	**Value**
Source:	**BUD**
Journal ID:	**Some**
Journal From:/To	**Click arrow and select Journal ID**
Edit:	☑

Click 🖫 to save.

Click 🚦 to run the edit process.

Editing the Budget Journal (continued)

Enter the following information on the Process Scheduler Request panel:

Run Location: **Server**
Server: **PSUNX**
Output Destination: **File**
File/Printer: **/tmp/ +P-d**

Click and highlight **PS/GL Journal Edit** in the Description field.

Click **OK**.

Open the Process Monitor

Go➔PeopleTools➔Process Monitor

Verify the Budget Journals Edit Status

Before going to the next process, always verify that the edit process is successful by actually viewing the status in the Process Journal list box.

Navigate: Go➔Process Financial Information➔Process Journals➔Use➔
Jrnl Entry-Standard Budgets➔Journal Entry Header➔Update/Display

Enter the following:

Business Unit: **(Business Unit/Agency Number)**
Click: **OK**

The edit status of the budget journal is valid. If the edit status is Error, go to the "Errors" tab and resolve.

The Journal statuses are:

"**N**" = Edit Required,

"**E**" = Error(s),

"**V**" = Valid.

Posting the Journal to a Standard Budget Ledger

Access the Journal Post Process panel.

Navigate: Go➜Process Financial Information➜Process Journals➜
          Process➜Journal Post➜Add (Update/Display, if run control exist)

Enter: **JRNL_POST** in the Run Control ID. Click OK

PeopleCode Manager (Update)   Click OK
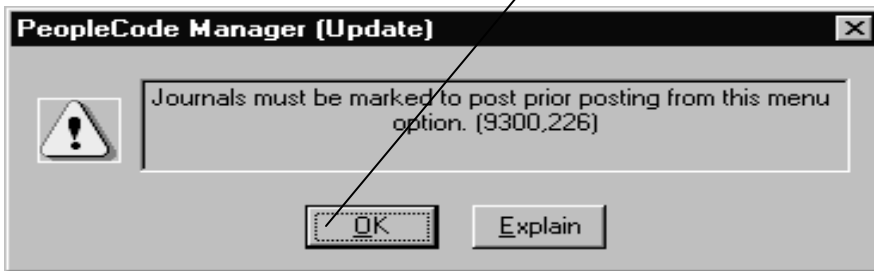
Enter the following information:

Process Frequency:	**Always**
Description:	**(Scenario Name)**
Unit Option:	**Value**
Unit:	**(Business Unit)**
Ledger Option:	**Value**
Ledger Grp:	**CONTROL**
Source Option:	**Value**
Source:	**BUD**
Journal ID:	**Some**
Journal From:	**ID number assigned by System**
Journal To:	**ID number assigned by System**
Journal Date:	**All**
FY/PD Optn:	**All**

Click 🖫 to Save.

Click 🚦 to run the Post process.

Posting the Journal (continued)

<u>Enter the following information on the Process Scheduler Request panel:</u>

Run Location: **Server**
Server: **PSUNX**
Output Destination: **File**
File/Printer: **/tmp/ +P-d**

Highlight the process name **PS/GL Journal Post**

Click **OK**.

Click the **Process Monitor** application in the Windows application bar and monitor the process instance identified in the previous step.

Verification that the Journal Post process was successful will be confirmed in **Adjust Standard Budgets panel.**

When the Post Process is successful the journal is posted to the Control Ledger. Entries can be viewed in Adjust Standard Budget.

Adjust Standard Budgets

Access the Budget Adjust Standard Budgets

Navigate: Go ➔ Process Financial Information ➔ Adjust Standard Budgets ➔ Use
                 ➔ Detail Budget Maintenance

Enter the following information:

Business Unit:	(Business Unite/Agency Number)
Ledger:	CONTROL

Enter the specific criteria for the budget being adjusted:

Fiscal Year	2006
Account:	%
Fund code:	%
DeptID:	%
Program Code:	%
Appropriation Number:	%
Budget Year:	%
Project ID:	%
Jobcode:	%
Scenario	(Scenario Name)
Currency Code:	%
Statistics Code:	%

Click the ▨ icon to Show Ledger Data.

Select the 🔍 icon preceding the journal lines

Budget Scenario Defaults

Access the Budget Scenario Defaults panel

Navigate: Go ➔ Process Financial Information ➔ Prepare Controlled Budgets ➔
Use ➔ Budget Scenario Defaults ➔ Add

Enter the following information:

Business Unit: (Business Unit/Agency Number)
Budget Year   2006
Scenario: (Scenario Name)

Enter the budget scenario defaults :

Description: (Scenario Name)
Journal Line Description: (Scenario Name)
Begin Date: 07/01/2005   (Budget Year Begin Date)
End Date: 06/30/2006   (Budget Year End Date)
Reference Number: Leave Blank

Click 💾 to save.

Do not run this process!
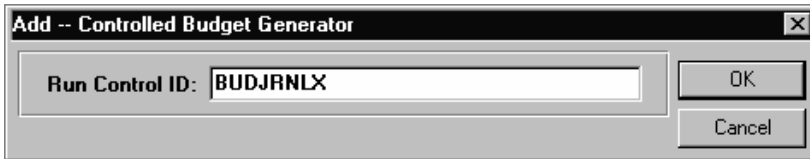
Creating Controlled Budget Journals from Standard Budget

Access the Budget Journal Create Request panel.

Navigate: Go ➔ Process Financial Information ➔ Prepare Controlled Budgets ➔ **Process** ➔ Controlled Budget Generator ➔ Add or Update/Display

Enter: **BUDJRNLX** in the Run Control ID name. Click **OK**.

Add -- Controlled Budget Generator	☒
Run Control ID: BUDJRNLX	OK
	Cancel

Enter the process request information:

Business Unit:	(Business Unit/Agency Number)
Budget Year:	2006
Fiscal Year:	Defaults to correct Fiscal Year
Source Scenario:	(Scenario Name)
As of Date:	07/01/2005

Click 💾 to save.

Click 🚦 to run the Controlled Budget Generator process.

Enter the following information on the Process Scheduler Request panel:

Run Location:	Server
Server:	PSUNX
Output Destination:	File
File/Printer:	/tmp/ +P-d

Highlight the process name Budget Journal Create Request

Click **OK**.

Creating Controlled Budget Journals (continued)

Verify the Budget Post process was successful. Verify information in the Inquiry Budget Section of Analyze Controlled Budgets and on the system generated Report BDXXX0406.

Note the Journal Id range on page 3 of BUDJRNLX Report

Sample Report

```
                              State Of Georgia
                STANDARD BUDGET TO CONTROL BUDGET CONVERSION          Report ID:  BD8260403
                              BUDJRNLX                                Print Date:
                                                                       Page:    1
                                                                       PS ID:    BDS4003X

Process Instance:  8065



 First Journal ID Number Written =  0000001448
  Last Journal ID Number Written =  0000001451

 SQR End of Run

 *************************************
 * BUDJRNLX Processing Has Completed *

    Start Time:
    End Time:  10-JAN-2003_03:27:23_PM
```

Note: Journal ID's should match the Journal ID's on the BDXXX0406 Budget Post Report.
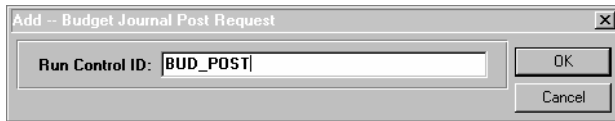
Posting Controlled Budget Journals

Access the Budget Journal Post Request panel.

Navigate: Select: Go ➔ Process Financial Information ➔ Prepare Controlled Budgets ➔ Process ➔ Budget Journal Post Request ➔ Add or Update/Display

Enter: **BUD_POST** for the Run Control ID.

Add -- Budget Journal Post Request	✕
Run Control ID: BUD_POST	OK
	Cancel

Enter the post process request information:

Frequency: ALWAYS **(**Grayed out)
Description: **(Scenario)**
Business Unit: **(Business Unit/Agency Number)**
Ledger Option: All (Grayed out)
Journal Date: All (Grayed out)
Scenario: **Select Scenario Number from drop down**

The posting process takes the journals that were generated from the BUDJRNLX process, which are now associated with the Scenario, and posts them to the controlled budget ledgers. When you select your Scenario to be posted, the system posts the associated journals. You can match the journals on the BUDJRNLX (BDXXX0403) report with the journals on the Budget Post (BDXXX0406) report.

Click 🖫 to save.

Click 🚦 to run the Budget Journal Post process.

Enter the following information on the Process Scheduler Request panel:

Run Location: Server
Server: PSUNX
Output Destination: File
File/Printer: /tmp/ +P-d
Description: Budget Journal Post Request **is highlighted**

 Highlight the process name **Budget Journal Post**   **Click: OK**

Posting Controlled Budget Journals (continued)

Verify the Budget Post process was successful. Verify information in the Inquiry Budget Section of Analyze Controlled Budgets and on the system generated Report BDXXX0406.

Note the Journal Id range on page 1 on the Budget Post Report

Sample Report

```
                               State Of Georgia
                     Department Of Administrative Services        Report ID:  BD8260406
Business Unit:   82600                  Carroll Tech              Print Date: 08/10/2004
Process Instance: 8067             Budget Journal Post Process    Page:    1
                                         PS ID:    BDS4006X
Journal ID  Journal Date  Ledger    Account Fund  Deptid    Program Approp  BY    Project Id  Stat C  Amount
_____  _____  _____   _____ _____  _____  _____ _____  ____  _____  _____ _____

0000001448 01-JUL-2004  ALLOT    000000  A    826A01    ALL    884   2005              $    45,000.00
Transaction was Posted  Scenario: A03001

0000001449 01-JUL-2004  APPROP   000000  A    826A01    ALL    884   2005              $    45,000.00
Transaction was Posted  Scenario: A03001

0000001450 01-JUL-2004  ORG      510000  A    826B01    ALL    884   2005  01932        $    45,000.00
Transaction was Posted  Scenario: A03001

0000001451 01-JUL-2004  REVEST   000001  A    826B01    01932        2005  01932        $    45,000.00
Transaction was Posted  Scenario: A03001

   Request parameters :
    Operator ID    - EPFORTSO
    Run Control ID  - BUD_POST
    Business Unit   - 82600
    Scenario       - A05001
    From Journal ID - 0000001448
    To Journal ID   - 0000001451
    From Journal Date-
    To Journal Date -
```

Note: Journal ID's should match the Journal ID's on the BDXXX0403 BUDJRNLX report.

```
              BUDGET JOURNAL REQUEST STATISTICS:

      Total Credit Amount:      $    -180,000.00

      Total Debit Amount:       $     180,000.00

      Total Rejected Amount:    $        0.00

      Number of Journals Read:          8

      Number of Journals Posted:        4

      Number of Journals With Errors:   0
```

Process completed and budget is now available.

APPENDIX

WS_FTP Pro Properties

FTP Software Set up

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WS_FTP

If your agency decides to enter their budget via Excel spreadsheet journal, they must have FTP software to do so. Any FTP software should work. The software you can use is WS_FTP from ipswitch. www.ipswitch.com for a nominal fee.

Please check with your budget office to see if they plan to use the Excel journal. If they do, please install FTP software using the technical data below for setting up the FTP session they need.

IP address: 167.193.232.29
Host Type: UNIX (standard)
User ID: bdxxx (equals the 3-digit agency number)
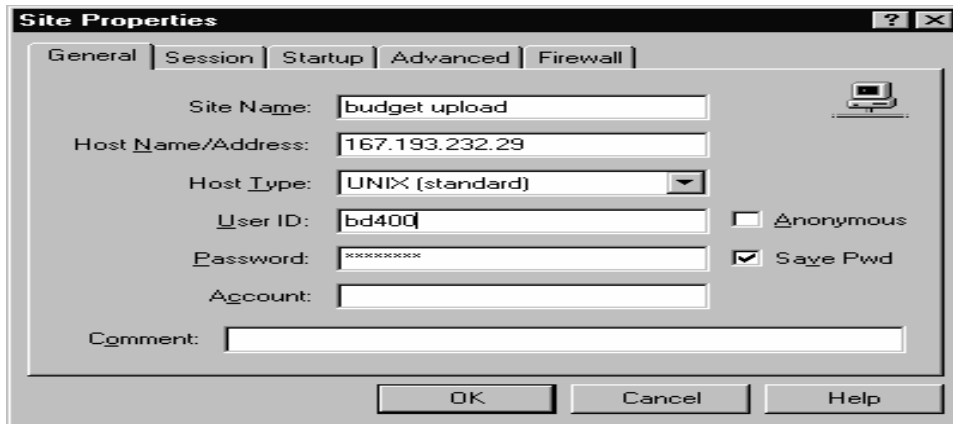Password: password

The remote system should come up in the path /export/ftp/bd. If it does not, then navigate there and set this as the default. Usually the Local System default is C:\Temp.

/export/ftp/bd is where budget journal files will be sent from C:\temp

If you have any questions, please contact the Financial Systems Help Desk at 404/657-3956 or 888/896-7771.

Click: "General" tab

We will be using the IP Address (Host Name/Address) *167.193.232.33* for the training database. At your office use the address in the panel shot (167.193.232.29). Some agencies may view this screen first. Screen can be set up by technical staff. User ID is "bd" + **3 digit agency number**. The password is "password." Lower case is required and can be permanently saved by clicking the "Save Pwd" box.

Important: Set "ASCII" radio button as default

Click: Options
Click: Session (cont'd)

Startup Transfer Mode:
Click: **ASCII**
Click: Set as Default
Click: OK (to return to transfer screen)

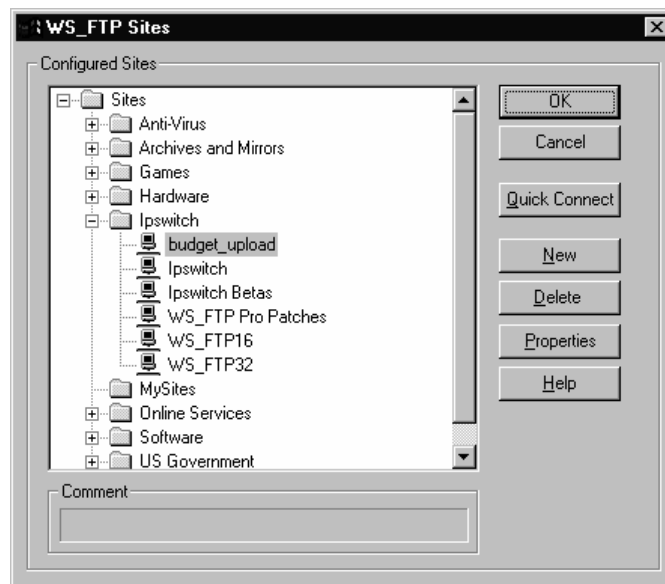**Transfer ".pmi" File to UNIX Server**

1.   Logon to the FTP Server

       Double Click: WS_FTP Pro Icon

       Highlight: budget_upload
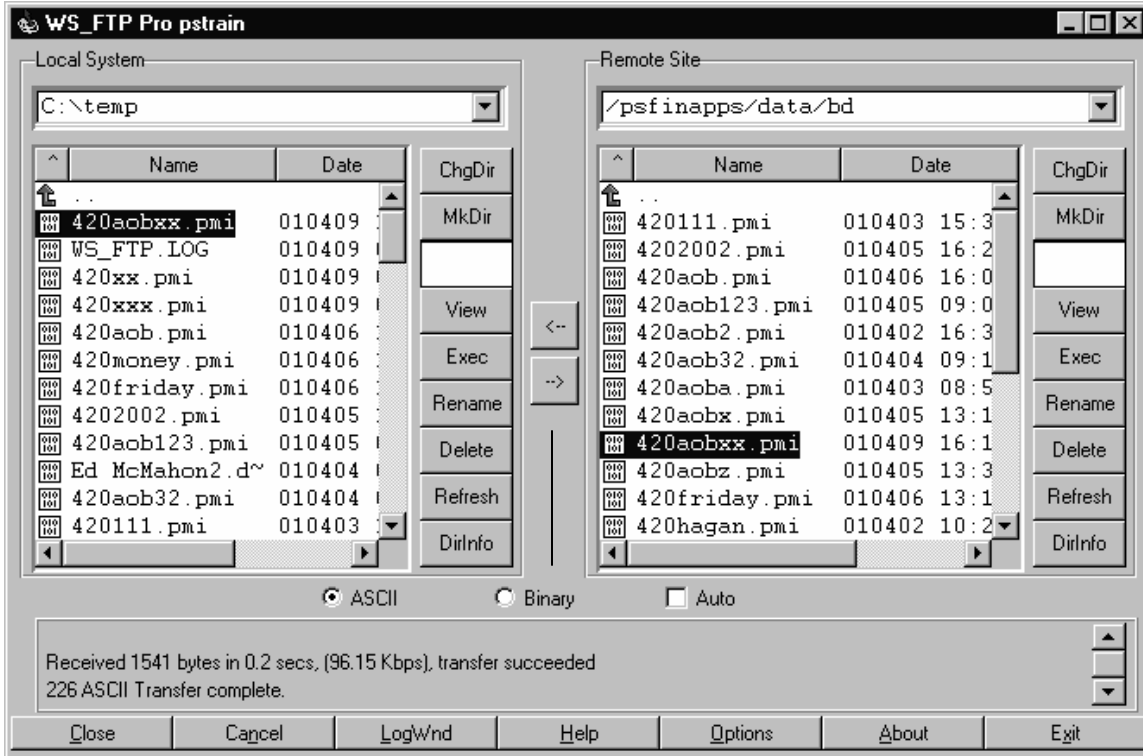
       Click: **<u>OK</u>**

2.   **Highlight:**   File (Local System)

The Local System will be where you saved the journal, C:\temp

Click: Forward arrow to transfer file

3.   **Verify File**

Highlight: Transferred File (420aob**xx**.pmi)
Click: View button on Remote Site panel.
Close: Report View
Minimize: WS_FTP Pro

Note: When agencies forward their file from the Local System to the Remote System, file will reside temporarily in "/export/ftp/bd". On the quarter hour (00, 15, 30 or 45), the file is moved to the production directory (/psfinapps/data/bd). If the file is not gone from the"/export/ftp/bd" directory after the quarter hour contact the GTA/Financial Systems Help Desk.

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